



Medical Office Administration Certificate (Blended) Personal Learning Plan

Student Name: _____

Student #: _____

Phone(1): _____

Email: _____

Phone(2): _____

Must be same as showing on Camosun student account

Program Leader: Jasdeep Jhooti
CBA 233
(250) 370-4416
jhooti@camosun.bc.ca

Online course registration through BC campus portal: Monique Tatum
(250) 370-4132
tatum@camosun.bc.ca

Exam Invigilation: LeaAnne Webster
Depending upon staff and room Availability - three weeks' notice is required. CBA 272
(250) 370-4163
webster@camosun.bc.ca

BC Campus Website: <https://portal.bccampus.ca>

- Click on Find Online Courses
- Click on the Collaborative Programs tab
- Choose Applied Business Technology to reveal all ABT courses.

MOA Program Prerequisites:

- * Submit proof of a letter grade of "C" or higher in English 12 or TPC 12 or [ENGL 092](#) or [ELD 092](#), or [assessment](#), and
- * Keyboarding speed of 30 wpm with 5 or fewer errors. See _____ for assessment details.

Proposed order of part-time online courses (20):

Camosun Course (Face to Face)	Equivalent through BC Campus (Online)	BC Campus Prerequisite/ Comments (Online) <i>It is the student's responsibility to verify all course prerequisites prior to registering.</i>	Grade
ABT 030 Online Learner Success	Online Learner Success (15 hrs)	Students planning to complete a college certificate program must meet college entrance requirements.	
ABT 112 Medical Office Keyboarding or Keyboarding Level I & II – (BSCM 581V & 582V) available through Continuing Education including documented proof of three 5-minute timings of 50 wpm with 5 or fewer errors	Keyboarding 2, Cortez Peters (35 hrs) <i>Note: for ABT 112 credit three timings of 50 wpm with 5 or fewer errors are required.</i>	Online Learner Success and Keyboarding I or minimum of 25 net words per minute	
	Keyboarding 2 (35 hrs) <i>Note: for ABT 112 credit three timings of 50 wpm with 5 or fewer errors are required.</i>	Online Learner Success and Keyboarding I or minimum of 25 net words per minute	
ABT 125 Medical Office Communications	Business English (90 hrs)	Online Learner Success and Keyboarding I	
ABT 122 Medical Office Procedures 1	Medical Administrative Procedures (60 hrs)	Online Learner Success, Business English, English 11 or 12 or coordinator approval	
ABT 128 Medical Terminology I	Medical Terminology I (30 hrs)	Online Learner Success, Business English, English 11 or 12 or coordinator approval	
	Medical Terminology II and Related Anatomy and Physiology (90 hrs)	Online Learner Success, Medical Terminology I, Business English, English 11 or 12 or coordinator approval	

Camosun Course (Face to Face)	Equivalent through BC Campus (Online)	BC Campus Prerequisite/ Comments (Online) <i>It is the student's responsibility to verify all course prerequisites prior to registering.</i>	Grade
ABT 129 Medical Terminology 2 or Medical Terminology through Continuing Education with a minimum grade of 73% gives credit for ABT 128 & ABT 129	Medical Terminology III Pharmacology & Specialties (30 hrs)	Online Learner Success, Medical Terminology I, Medical Terminology II, Business English	
ABT 171 Office Computer Essentials or BUS 140 and Database or COMP 156 and Database	Intro to Computers and the Internet (50 hrs)	Online Learner Success	
	Presentation Software (30 hrs)	Online Learner Success and Introduction to Computers and the Internet	
	Spreadsheets I (50 hrs)	Online Learner Success and Introduction to Computers and the Internet or equivalent. Good business math skills recommended.	
	Database (50 hrs)	Online Learner Success and Introduction to Computers and the Internet or equivalent	
ABT 160 Word Processing 1	Word Processing I (50 hrs)	Online Learner Success and Introduction to Computers and the Internet or equivalent recommended	
ABT 131 Medical Transcription	Medical Transcription (60 hrs)	Online Learner Success, Medical Terminology I, Medical Terminology II and Related Anatomy and Physiology, Word Processing I or demonstrated ability approved by coordinator, Keyboarding I or speed of 25 nwpm (touch method), Business English, English 11 or 12 or coordinator approval	
ABT 135 Computerized Medical Billing	Manual Medical Billing (30 hrs)	Online Learner Success	
	Medical Billing Computerized (30 hrs)	Online Learner Success, Medical Billing Procedures - Manual	
ABT 123 Medical Office Procedures 2	Clinical Procedures and Practice (60 hrs)	Online Learner Success, Business English	
	Job Search (30 hrs)	Online Learner Success, 20 net words per minute keyboarding speed, word processing knowledge	
ABT 124 Health Office Financial Skills	Business Math and Calculators (45 hrs)	Online Learner Success and Grade 10 Math	
	Accounting I (60 hrs)	Online Learner Success and Business Math are highly recommended. Some knowledge of Microsoft Excel or Microsoft Word is recommended	

Date of meeting: _____

Comments: _____

- | | |
|--|---|
| <input type="checkbox"/> Application fee | <input type="checkbox"/> Exam invigilation (3 weeks notice) |
| <input type="checkbox"/> Registration procedures (Camlink vs BC Campus) | <input type="checkbox"/> Textbook purchases (refer to course outline) |
| <input type="checkbox"/> Withdrawal & Tuition Refunds | <input type="checkbox"/> Funding |
| <input type="checkbox"/> No Show (failing to login by the 2 nd day of the start date) | <input type="checkbox"/> Ancillary fees and opt out information |

Application Fee

A non-refundable application fee of \$35 for new or returning domestic students is required. Please note that incomplete or inadmissible applications will be held for up to 12 months pending receipt of documentation and the non-refundable application will be retained.

Withdrawals & Tuition Refunds (Online Courses)

For online equivalent courses taken through the BC Campus Portal:

- To receive a tuition refund, students must officially withdraw from an ABT online course prior to completing 25% of the course (determined by BC Campus).
- Students who officially withdraw after completing 25% of the online course and are registered in the Camosun College equivalent will receive a failing grade in the Camosun College equivalent.
- Depending on your method of payment, any refund that is owed to you will either be mailed to you or credited to your credit card.
- Please request refunds via telephone or in-person. Email refund requests cannot be processed at this time.

Withdrawals and tuition refunds for Camosun College courses will follow the published deadlines, policies and procedures as per the calendar, timetables and/or in correspondence from the Enrolment Services office.

No Shows (Online Courses)

An email will go out to any student who has not logged by Day 2 of the course. It is a reminder to login and start the course. It will refer students to the Welcome Letter and to the Helpdesk for login assistance or to the college if changes in registration are required. No shows will also be contacted by the Chair of ABT as students need to be officially withdrawn from a course or a grade of F will be assigned.

Exam Invigilation (Online Courses)

Exam invigilation is to be scheduled at least three weeks in advance with LeaAnne Webster, 250-370-4163 webster@camosun.bc.ca. Invigilation is scheduled between 9:00 am and 4:00 p.m. Monday to Friday **depending upon staff and room availability**.

ABT Textbooks (Online Courses)

For information on textbooks/materials required for online courses, please refer to course outlines. To view course outlines, go to **BC Campus Website**: <https://portal.bccampus.ca>

- Click on Find Online Courses
- Click on the Collaborative Programs tab
- Choose Applied Business Technology to reveal all ABT courses.
- Click on course, Click on start date, and Click on course outline

Contact the following bookstore for online textbooks:

Northwest Community College

- Toll Free: 800-310-5331, Local 5801
- Phone: 250-847-4461, Local 5801
- Email: mhiemstra@nwcc.bc.ca

Other Helpful Info

Child Care – Camosun College does offer child care at both campuses, but space is always tight so plan ahead. If you are interested in this, start by visiting <http://camosun.ca/services/childcare/>.

Computers & Computer Skills – Computer familiarity prior to beginning the program is helpful. Although a personal computer at home is not a requirement for this program, many students find it an enhancement to their studies.

Most courses in this program require the use of a PC and as a result the computer labs within the School of Business are available seven days a week.

Disability Support – Learners who require accommodation of a documented disability are encouraged to contact the Camosun College Disability Resource Centre, which provides a wide variety of resources and equipment to assist learners with disabilities. For more information you can visit <http://camosun.ca/services/drc/>.

ABT STUDENT INTAKE SURVEY

Note: Please tick all of the following that apply to you.

1. Which program are you currently registered in?

- Office Administration Legal Office Assistant Medical Office Assistant

2. How did you first hear about this program?

- Word of Mouth Radio Newspaper
- Camosun Continuing Education Calendar Internet search Yellow Pages
- Other *(Please explain below)*
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3. How did you satisfy your program admission requirements?

Office Administration

English:

- English 12
 TPC 12
 Access/Upgrading
 Assessment

Math:

- Math 10
 Access/Upgrading
 Assessment

4. Did you move to Victoria to attend Camosun College? If so, from where?

5. If you went to high school in Victoria, please indicate which high school.

6. Do you have any suggestions for us on how to improve the marketing of our ABT programs?
